



Holly Wolcott <holly.wolcott@lacity.org>

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## Fwd: City Clerk spreadsheets

3 messages

Greg Allison <greg.allison@lacity.org>  
To: Holly Wolcott <holly.wolcott@lacity.org>

Mon, Apr 14, 2014 at 7:47 AM

this is what I sent her.

### Greg Allison

Email: [greg.allison@lacity.org](mailto:greg.allison@lacity.org)  
Phone: [213-978-0351](tel:213-978-0351)

Director of Systems  
Office of the City Clerk  
City of Los Angeles  
200 North Spring Street, Rm. 232  
Los Angeles, CA 90012



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----- Forwarded message -----

From: **Greg Allison** <greg.allison@lacity.org>  
Date: Mon, Apr 14, 2014 at 7:45 AM  
Subject: City Clerk spreadsheets  
To: Holli Fajack <holli.fajack@lacity.org>

Hi Holli -

Thank you for your voicemail message. Sorry I missed you.

I'd be happy to discuss with you Tuesday at your convenience.

I will summarize questions and thoughts that our dept has. I don't think they are major items, but there seems to be some confusion in our dept. on using the spreadsheet. I think I have it figured out now. The layout was probably throwing us off somewhat.

1. There are a number of hidden columns which I know were part of the original Mayor's Office spreadsheet. There doesn't appear to be any information in those (I could be wrong on that).

Question: Do the hidden columns need to be continued and could they be removed? Part of the issue in using it seems to stem from the fact that people are used to seeing the column "Alpha letters" and because they skip due to "hidden columns", it's throwing some folks off when moving about the spreadsheet. Thoughts?

2. The spreadsheet is VERY WIDE. Although using the Frame-freeze lock feature helps, the continuous scrolling far right and left is making it somewhat cumbersome to navigate.

I don't have the solution to this entirely, but wonder if the spreadsheet would work better for viewing and navigating if the Rows became Columns and the Columns become the rows. I'd be willing to play with that, but until we know the answer on whether the "hidden columns" can be removed, we probably should hold off on making any changes. It also might require some fancy footwork to figure out how to handle the Date/Value embedded columns with the Comparison columns if converted to rows.

3. The Milestone portion and the comparison portion of the spreadsheet are two separate things and was creating some confusion as well with navigation.

One suggestion was to just create 2 Tabs - on one tab, put the comparison metrics items, and on the 2nd Tab place the Milestone projects and metrics.



This may complicate reporting and use by the Mayor's Office. It might simplify the use of it on the Clerk side.

#### 4. Adding the Date/Values in the Comparisons

When "inserting" and moving labels on the Date/Values and Comparisons columns, there could be the potential for errors after shifting all the values over by one to report on the most recent date/value. I think our preference would be to just add the latest information to the far right of the row to avoid typo errors.

If the columns are changed to being rows, then that would also probably take care of this item.

That's really what we have. I think our goal is just to minimize the questions from our team and simplify.

You may have other ideas and thoughts.

Thank you for your time on this and just give me a call on Tuesday or Friday of this week.

- Greg

978-0351

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**Greg Allison** <greg.allison@lacity.org>  
To: Holly Wolcott <holly.wolcott@lacity.org>

Mon, Apr 14, 2014 at 10:02 AM

do you want me to just handle with her directly? I'm meeting to go over the spreadsheet tomorrow at 2pm and see what we can work out.

**Greg Allison**

Email: [greg.allison@lacity.org](mailto:greg.allison@lacity.org)

Phone: [213-978-0351](tel:213-978-0351)

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----- Forwarded message -----

From: **Greg Allison** <greg.allison@lacity.org>

Date: Mon, Apr 14, 2014 at 10:00 AM

Subject: Re: City Clerk spreadsheets

To: Holli Fajack <holli.fajack@lacity.org>

Perfect.

My place? Room 232, City Hall (it's not easy to find, but it's the Northwest side of City Hall on the 2nd floor)

**Greg Allison**

Email: [greg.allison@lacity.org](mailto:greg.allison@lacity.org)

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On Mon, Apr 14, 2014 at 9:51 AM, Holli Fajack <holli.fajack@lacity.org> wrote:  
How about 2pm?

Typos courtesy of my iPhone

On Apr 14, 2014, at 9:40 AM, Greg Allison <greg.allison@lacity.org> wrote:

Hi Holli -

No need to apologize, it's a work in progress and collaborative effort. The fact that you were able to come up with what you did from our random information is pretty impressive.

My afternoon is looking really good. Anytime after 1:30pm? You pick the time and I'll make it happen.

Thank you.

**Greg Allison**

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Phone: [213-978-0351](tel:213-978-0351)

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On Mon, Apr 14, 2014 at 9:37 AM, Holli Fajack <holli.fajack@lacity.org> wrote:  
Hi Greg,

I want to apologize for causing so much confusion! You are right, there is a lot going on with this spreadsheet and there is a lot that can be done to make it more user friendly. Can we sit down together tomorrow to work on it and figure out a format that will work for everyone? Let me know what time you are available. My schedule is pretty open.

Holli

Typos courtesy of my iPhone

> On Apr 14, 2014, at 7:46 AM, Greg Allison <greg.allison@lacity.org> wrote:

>

> Hi Holli -



>  
> Thank you for your voicemail message. Sorry I missed you.  
>  
> I'd be happy to discuss with you Tuesday at your convenience.  
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> I will summarize questions and thoughts that our dept has. I don't think they are major items, but there seems to be some confusion in our dept. on using the spreadsheet. I think I have it figured out now. The layout was probably throwing us off somewhat.  
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> Question: Do the hidden columns need to be continued and could they be removed? Part of the issue in using it seems to stem from the fact that people are used to seeing the column "Alpha letters" and because they skip due to "hidden columns", it's throwing some folks off when moving about the spreadsheet. Thoughts?  
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> 2. The spreadsheet is VERY WIDE. Although using the Frame-freeze lock feature helps, the continuous scrolling far right and left is making it somewhat cumbersome to navigate.  
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> One suggestion was to just create 2 Tabs - on one tab, put the comparison metrics items, and on the 2nd Tab place the Milestone projects and metrics.  
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> This may complicate reporting and use by the Mayor's Office. It might simplify the use of it on the Clerk side.  
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> When "inserting" and moving labels on the Date/Values and Comparisons columns, there could be the potential for errors after shifting all the values over by one to report on the most recent date/value. I think our preference would be to just add the latest information to the far right of the row to avoid typo errors.  
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> That's really what we have. I think our goal is just to minimize the questions from our team and simplify.  
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> You may have other ideas and thoughts.  
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> Thank you for your time on this and just give me a call on Tuesday or Friday of this week.  
>  
> - Greg  
>  
> 978-0351

Holly Wolcott <holly.wolcott@lacity.org>  
To: Greg Allison <greg.allison@lacity.org>

Mon, Apr 14, 2014 at 10:05 AM

Yes please.

[Quoted text hidden]

